



**FORTFRANCES**

**MUNICIPAL SIGNIFICANT EVENT POLICY  
ADMINISTRATION & FINANCE 1.27**

**POLICY**

Created: 2024-11-12  
Revised:  
Authorized: By-Law 72-24  
Superseded:

## 1. PURPOSE

The Town of Fort Frances supports the designation of "Municipally Significant Events," provided they are conducted safely and comply with all Provincial Regulations, particularly those related to alcohol consumption. This policy outlines the process for event organizers to have their public event declared a "Municipally Significant Event," enabling them to apply for a Special Occasion Permit under the Liquor License Act, R.S.O. 1990, c.L.19, as amended.

## 2. SCOPE

This policy, along with any procedures developed from it, is designed to guide staff in designating events as "Municipally Significant" in accordance with the guidelines set by the Alcohol and Gaming Commission of Ontario (AGCO)

## 3. DEFINITIONS

**3.1 "Municipally Significant Event"** Events open to the public, with predetermined opening and closing dates and times, that:

- Are advertised to the general public;
- Enhance or promote a local community asset (e.g., waterfront, heritage sites, parks);
- Encourage community involvement and participation at little or no cost;
- Provide a venue for local businesses, organizations, or residents to participate;
- Promote the Town's social, cultural, or economic development through:
  1. Local, regional, national, or international significance;
  2. Building awareness of diverse cultures;
  3. Supporting charitable causes where proceeds benefit local charities or residents

**3.2 "Special Occasion Permits (SOP):** A permit issued by the AGCO for the sale or service of alcohol at special occasions/events, required when alcohol is served outside licensed establishments or private residences.

### 3.3 “AGCO”: Alcohol and Gaming Commission Ontario

## 4. POLICY

### 4.1. Processing of Applications

In accordance with [Regulation 389/91 of the Liquor License Act](#) (Special Occasions Permits), event organizers must provide in written their request for designation to the Municipal Clerk before their event takes place:

- 30 days before the event is to take place, if it is expected that fewer than 5,000 people will attend the event; or
- 60 days before the event is to take place, if it is expected that 5,000 people or more will attend the event.

### 4.2. Written Request Requirements:

Written requests must include:

- Organizer's name and contact information;
- Event description, including target audience, entrance fees, and activities;
- Event dates and times;
- Purpose and community benefit of the event;
- How the event fits the definition of "Municipally Significant Event";
- Proof of insurance naming the Town of Fort Frances as an additional insured, with coverage of at least \$5 million, or as required by the Special Events Bylaw.

### 4.3 Circulations:

Before declaring an event "Municipally Significant," the Municipal Clerk will circulate the event details to relevant departments and, when appropriate, external agencies for comments.

### 4.4 Exception:

Events already recognized by the Council as historic do not require circulation. These include:

- Fort Frances Canadian Bass Championship

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- Town of Fort Frances Recreation and Culture Division's Summer/Fall Event Series

The Municipal Clerk will consider any comments from departments or agencies before making a final designation.

## **4.5. Ineligible Events:**

The following events are not eligible for designation:

- Events for personal celebrations (e.g., weddings, birthdays, anniversaries) or fundraisers for individuals.
- Commercial events such as tradeshow.

Organizers are encouraged to partner with a registered charity or non-profit to obtain a Special Occasion Permit.

## **4.6. GENERAL**

- Events held on Municipal Property must comply with the Municipal Alcohol Policy.
- All organizers of significant events must ensure compliance with the Municipal Special Event Permit Policy as amended from time to time. Event organizers are required to submit an application for a special event permit to the Town prior to the event. Details regarding permit requirements and submission procedures can be found in the Special Event Permit Policy.
- The Town of Fort Frances is not obligated to provide a designation for any event.
- The AGCO Registrar ultimately decides if an event qualifies for a permit.
- Event organizers must prove they meet the criteria for designation to the satisfaction of the Municipal Clerk or their designate.

## **4.7. Delegation:**

The Municipal Clerk is delegated the responsibility and authority to process applications under this policy. The Municipal Clerk is not obligated to grant a designation and may refer requests to the Council.

Disputes regarding denied applications will be addressed by the Council in accordance with the Municipal Procedural By-Law for delegations. Council will make a final determination on appeals.